

2014 AGENDA REQUEST

DATE EMAILED TO LEGAL

3/20/14

Department Assessment Office

Division Head

Robyn Glocker-Hammond

Phone Number

6449

Department Head Approval

YES ☐NO ☐**Awarded by the following procedure**

BID#

Disclosure Form Received (Proprietary Vendors)

YES ☐NO ☐RFP# 14-016

State Contract #

Verified YES ☐NO ☐**Type of Contract**

Purchasing Contract & Resolution (Over \$17,500.00)



Resolution Only (Extension of Term)

Amendment - Extension of Term ☐Increase of Contract Amount ☐Decrease of contract Amount ☐

New Term for Extension

Contract Amount \$

Reason for Amendment

Original Resolution Date

Original Contract Term

Extensions

Original Contract Amount \$

Vendor Information

Name & Address of Company, Vendor or Contractor:

NorthStar Appraisal CompanyPMB 399, 199 New Road, Suite 61Linwood, NJ 08221

Contact Person

Michael Sapio**Previous Pool of Appraiser Contracts**Passed 2/20/13**Term 2/20/13 -**2/19/14**\$25,000.00***Brief description of services/items to be provided by Vendor or Contractor:**Pool of Appraisers for the County of Gloucester in
Connection with the Defense of Assessments** Contract Term: 4/2/14 - 4/1/15*** Contract Amount: \$25,000.00*

Amount not to exceed (Open Ended-No CAF Needed)



CAF #

Account #

Necessary Documents Included

If award by Bid, bid summary sheet



If award by RFP, RFP Cover Sheet and Proposal/Rate Sheet



If award is Proprietary please include an updated Disclosure Form



If CAF is required, provide a copy of the CAF form, signed by Purchasing.



Purchasing Director Signature

Date

NorthStar Appraisal Company

Real Property Analysts and Consultants

Michael S. Sapio MAI*

William J. Sapio MAI*



* N.J. Certified General Appraiser

March 6, 2014

Pete Mercanti, Director
Purchasing Department
County of Gloucester
Two S. Broad Street
Woodbury, NJ 08096

RE: RFP # 014-016
Pool of Appraisers for the County of Gloucester in Connection
with the Defense of Assessments

Dear Pete:

Enclosed is NorthStar Appraisal Company's (NAC) proposal to provide real property appraisal services to the Gloucester County. Included are the following:

- Standard Requirements of Technical Proposal (Page 2)
- Specialized Requirements of Technical Proposal (Page 33)
- Cost Proposal (Page 36)
- Proposal Checklist (Page 38)

The intent of this proposal is for me, Michael S. Sapio and for my firm, NorthStar Appraisal Company, to provide real estate appraisal services to the Gloucester County.

Thank you for the opportunity to be of service. If you have any questions, please reach me at (856) 292-3021 or northstarappraisal@msn.com

Sincerely,

Michael S. Sapio MAI
N.J. State Certified General Appraiser # 42RG00100200

Enc.
MSS/js

Gloucester County RFP Appraisal Serv NorthStar due 3-7-2014.docx

12. Cost Proposal

The appraisal services would be prepared in conformance with the:

- New Jersey Real Estate Tax Assessment and Tax Court procedures.
- Uniform Standards of Professional Appraisal Practice (USPAP) of the Appraisal Foundation.
- Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute.

The cost of the preliminary Analysis reflects at a minimum the subject property identification taken from data provided by public records and the property owner. The data used for analysis of land sales, improved sales, leasing, operating expenses, construction costs, accrued depreciation, capitalization and yield rates as applicable will be obtained from NorthStar Appraisal Company's database at the time the assignment is engaged. The level of market analysis to be provided is a level A as shown on page 15 of this proposal. The appraisal process normally consists of one or more of the three traditional approaches to value, the cost, sales comparison and income capitalization approaches. The approach or approaches applied depends on several factors, i.e., the purpose and function of the appraisal, property type and availability of data. The approaches to value will be limited to a single approach. The best approach for valuing an owner occupied single occupant property is usually the sales comparison approach. The best approach for valuing an income producing property is usually the income capitalization approach. The report would be a restricted report or a hybrid report.

The cost of the full reports reflects at a minimum the same as the preliminary analysis plus new research as determined appropriate by NorthStar Appraisal Company from governmental and private sources. The sources of the new research may include data from vitalgov.net (property transfers), the New Jersey Division of Taxation (property transfers), Trend (Board of Realtors-Multiple Listing Service), Loopnet (property listings), CoStar (property listings) and market participants (property owners, real estate sales-leasing agents, real estate management agents, developers, loan officers and tenants). The three approaches to value will be applied as deemed applicable by NAC and agreed with the client.

Michael S. Sapio MAI and William J. Sapio MAI hourly rates are \$125. The hourly rate is the same for appraisal preparation, consulting and testimony. The hourly rate for journeymen appraisers is \$90 for appraisal preparation, consulting and testimony. The hourly rate for office support is \$40.

Property Type	Estimated Average Cost Per	Estimated Average Cost Per Full Report
	"Preliminary Analysis"	
Single-Family Residential	\$125	\$375
Retail Commercial <10,000 SF	\$1,250	\$2,500
Retail Commercial >10,000 SF	\$1,750	\$3,750
Industrial <25,000 SF	\$1,250	\$2,500
Industrial >25,000 SF	\$1,750	\$3,750
Apartment Complex <100 units	\$1,250	\$2,500
Apartment Complex >100 units	\$1,750	\$3,750
Office Building <20,000 SF	\$1,250	\$2,500
Office Building >20,000 SF	\$1,750	\$3,750
Assisted Living/Long Term Care Facility	\$1,750	\$3,750